



PERMITTING AND DEVELOPMENT REVIEW DIVISION

FREDERICK COUNTY, MARYLAND

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309

BUILDING PERMIT APPLICATION SUBMITTAL CHECKLIST FOR SINGLE FAMILY DWELLING - DETACHED

- ☐ 1. Completed application for New One or Two Family Dwelling – Detached, Attachment (A).
- ☐ 2. Two (2) copies of plot plan per requirements noted in Attachment (B).
- ☐ 3. Two (2) copies of complete construction plans per requirements noted in Attachment (C) unless dwelling type is an Approved Blanket Plan.
- ☐ 4. Approved Blanket Plans only: Two (2) copies of the original Blanket Plan Form approved by Plan Review, with options circled pertaining to the specific lot the application is for.
- ☐ 5. Print out from the Maryland Department of Assessments and Taxation Real Property Data website www.dat.state.md.us.
- ☐ 6. Completed Grading Permit – Attachment (D).
- ☐ 7. Completed Storm Water Management Plan For Single Lot Residential Construction form Attachment (E), if applicable. This form is applicable for a single lot with no contiguous land undergoing development by the same owner, builder, or developer.
- ☐ 8. Completed Driveway Entrance Apron Permit - Attachment (F). Open section driveway entrances must include copy of recorded plat. The driveway apron must be inspected and approved prior to issuance of Certificate of Occupancy for the dwelling.
- ☐ 9. Copy of signed deed if required. This is required when the property owner as of the date the permit application is submitted is not the property owner shown on number five (#5) above. The copy of the deed must be the deed for the property and not a deed of trust. It must have the seller's signature. It is not necessary for the copy to be of the recorded deed. A copy of the deed with the seller's signature is satisfactory and is available from the settlement attorney or settlement company.
- ☐ 10. Affirmation of Landowner form when a property owner is building his or her own home. This form is available online or from the Permits Office. Please note that a property owner may not use this form for a modular dwelling or a mobile home – must use a Registered Homebuilder.
- ☐ 11. When property is within an incorporated town, paperwork from the town is required before a permit application may be submitted. Contact the town for details.
- ☐ 12. All fees are due at time of application, with the exception of excise tax, impact fees and tap fees when applicable. See fee calculation sheet included with Attachment (A).

APPLICATION INFORMATION

Where to apply: Applications are accepted in the Department of Permits and Inspections, at the address on page one of this form.

When Applications Are Accepted: Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm. There is a limit of three submittals per applicant, at one sitting .

Plan Review Timeframes:

The review timeframe by Plan Review is three weeks for their initial review comments for new dwellings that are not Blanket plans. Blanket plan dwellings are reviewed in one week for initial comments.

Agency Review Status: Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website www.FrederickCountyMD.gov/permit.

Agency Review Contact Telephone Numbers:

Please note that not all agencies listed below will be a reviewing agency for your application.

<u>Agency:</u>	<u>Reviews:</u>	<u>Phone:</u>
Plan Review	Construction drawings (blueprints)	301-600-1086
Environmental Health	Connection to individual well and/or septic	301-600-1726
Zoning	Zoning of property, Use of property, Setbacks	301-600-1143
Division of Utilities and Solid Waste Mngt. Finance (DUSWM)	Connection to County Water and Sewer	301-600-1179
Development Review – Engineering	Storm Water Management	301-600-1134
Environmental Compliance Section (ECS)	Grading	301-600-1132
Permits and Inspections	Issuance of Permit and Certificate of Occupancy	301-600-2313

Expiration of Application:

The application will expire 6 months from the date of application unless the Building Permit has been issued or an extension has been requested, justified, paid for, and approved.

Permit Issuance:

The issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested. The issued Building Permit packet will contain the permit copy, the permit placard to post on the property, a copy of the approved construction plans (except blanket plans previously approved), inspection procedures, and additional information.

It is important that you read over all paperwork included in your issued permit packet, including review comments on the permit copy and the construction plans. If you have any questions, please contact this office.

FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW
 DEPARTMENT OF PERMITS AND INSPECTIONS
 30 NORTH MARKET STREET
 FREDERICK, MARYLAND 21701
 301-600-2313 INFORMATION



A/P #
Process
Date:
Application Reviewed
By (initials):

Building Permit Application for New One or Two Family Dwelling

SECTION I: CONTACT INFORMATION

Owner Building Own Home or Contract/Purchaser			Builder		
Name(s) of person (s) house is being constructed for:			Name of State of Maryland Registered Homebuilder:		
Current street address for above person(s):		Phone:	Registration Number:		Exp Date:
Town:	State:	Zip:	Current street (mailing) address for Homebuilder:		
Architect			Town: State: Zip:		
Registered Architect:		Phone:	Contact Person for Home Builder (Applicant/Contact):		
Street (mailing) address			Home Builder Company Telephone Number:		
Town:	State:	Zip:	Home Builder Company Fax Number:		
Permit Service			Home Builder Company e-mail Address:		
Name of Permit Service for Builder, when applicable:					
Street (mailing address) :		Phone:			
Town:	State:	Zip:			
Contact Person for Permit Service (Applicant/Contact)			<u>Please Note:</u> When a Home Builder is not listed above, property owner must sign a Landowner Affidavit form, as required by State Law.		

SECTION II: PROPERTY INFORMATION

Current Property Owner(s):		Property Address Where Dwelling is to be Constructed:	
Eight Digit Property Tax ID (account) #		Town:	State: Zip:
Acreage or Square Footage of Property:		Subdivision Name: Lot #	
<u>Water Type :</u> Well <input type="checkbox"/> Community <input type="checkbox"/>	<u>Sewer Type :</u> Septic <input type="checkbox"/> Community <input type="checkbox"/>	Is Property Within an Incorporated Town? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a roadside tree that will be disturbed or removed due to the proposed construction?(A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.) Yes <input type="checkbox"/> No <input type="checkbox"/>			

SECTION III: BASIC DWELLING INFORMATION**Value of Construction:**

\$ _____

Department of CommerceSingle Family Dwelling ☐Two Family Dwelling (same lot) ☐Duplex (attached on separate lots) ☐Mobile Home ☐Mobile Home Information: ☐Temporary (less than 6 months) ☐Permanent (over 6 months) ☐Single Wide ☐Double Wide ☐Mobile Home Park ☐**Gross Floor Area of Dwelling**

Gross Floor Area includes all finished and unfinished square footage space and is measured by the exterior dimensions. It excludes attics, stoops, and crawl spaces. Any increment of a foot is dropped from the measurements.

_____ square ft.

Specific Dwelling Types - Check if applicable:Senior Housing Unit ☐Moderately Priced Dwelling Unit (MPDU) ☐Tenant Dwelling ☐**Work Type**New Dwelling - or - ☐Replacement Dwelling? ☐If Replacement Dwelling, is replacement due to casualty or loss within one year? ☐ Yes ☐ No**Building Height & Number of Levels**

Building Height: _____

Number of Levels Including Basement: _____

Mechanical & Sprinkler Systems

Heating Fuel: _____

Heating System: _____

Central Air? ☐ Yes ☐ NoResidential Sprinkler System ☐ Yes

Residential Sprinkler Systems are required in all new dwellings.

SECTION IV: CONSTRUCTION DETAILS**Blanket Plans/Non Blanket Plans**

If application is for a dwelling with Blanket Plans, two (2) copies of approved blanket form with all options indicated that are relevant to this permit must be attached to this permit application.

Blanket Plan Number: _____

Blanket Name & Elevation: _____

Unfinished Basement ☐Finished Basement ☐Partially Finished ☐No Basement ☐

Type of Egress:

Areaway ☐Bilco Door ☐Walk out ☐Window ☐Number of Bedrooms: ☐Number of Bathrooms ☐Attached Garage ☐Attached Carport ☐Number of cars ☐Number of cars ☐Number of Finished Room (s) above Garage ☐Unfinished Room (not attic) above Garage ☐Covered Porch ☐Screened Porch ☐Deck (no roof covering) ☐

Location & dimensions must be shown on plot plan.

Details for Non Blanket Applications Only

Foundation Walls:

Block ☐Concrete Pier ☐Concrete Pier ☐Masonry ☐Precast ☐Other ☐

Exterior Walls:

Brick ☐Frame ☐Steel ☐Other ☐

Exterior Wall Type:

Brick Veneer ☐Masonry ☐Siding ☐Steel ☐Wood ☐Stone ☐Stucco ☐Vinyl ☐Other ☐

Roof Type:

Truss ☐Rafter ☐Other ☐

Roof Cover:

Fiberglass ☐Membrane ☐Steel ☐Other ☐

Interior Walls:

Drywall ☐Other ☐

Floor Covering:

Hardwood ☐Carpet ☐Both ☐

Chimney:

Masonry & Pipe ☐Masonry ☐Pipe ☐Woodstove Insert ☐Free-standing ☐

Fireplace:

How many? ☐Propane Gas ☐Natural Gas ☐Direct Vent ☐Ventless ☐

Note: A propane tank requires a separate building permit.

SECTION V: SITE RELATED INFORMATION

Setbacks	Grading & Storm Water Management
Front _____ Right _____ Rear _____ Left _____	Grading details from grading permit application: Lot size: _____ s.f./acres Disturbed area: _____ s.f. Quantity of Cut+Fill: _____ cu.yds.
Septic System	Storm Water Management Plan for Single Lot Residential Construction applicable?
Site not served by septic <input type="checkbox"/> New Septic <input type="checkbox"/> Connection to Existing Septic <input type="checkbox"/> Conventional <input type="checkbox"/> Sandmound <input type="checkbox"/> Name of Frederick County Licensed Septic Installer: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Septic System	Driveway Entrance Information
Is septic area and construction area staked? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", please stake and notify Environmental Health when staked for site approval.	Will driveway entrance be located off of a: County-maintained road <input type="checkbox"/> State road <input type="checkbox"/> Private road <input type="checkbox"/> Is it a New entrance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of new entrances? _____ Open-section <input type="checkbox"/> Closed-section <input type="checkbox"/>

OTHER INFORMATION CONCERNING THE CONSTRUCTION THAT WILL ASSIST IN PROCESSING

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work requires a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

The permit application is valid for 6 months. The fee to extend an application is \$110.00. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

Signature

Please print name

FY11/Web Packet/Single Family Dwelling/pm

Connection with application



PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

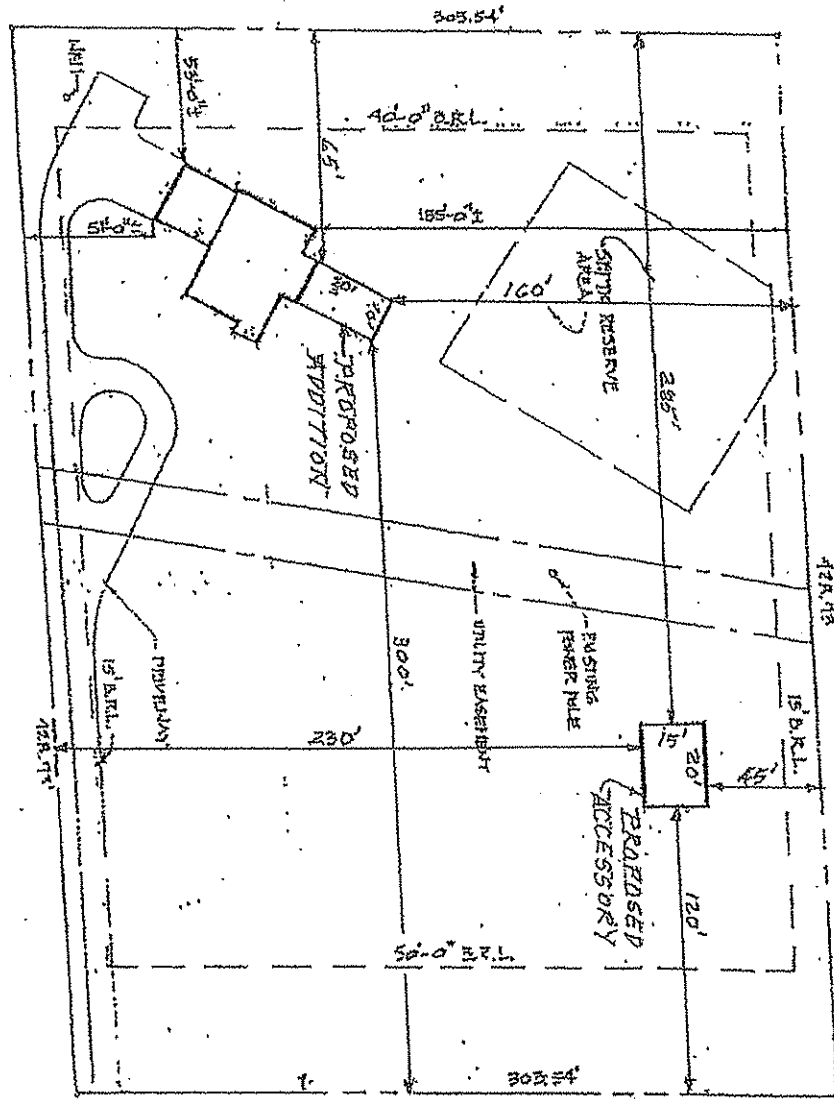
PLOT PLAN REQUIREMENTS FOR NEW SINGLE FAMILY
DWELLINGS – DETACHED – ATTACHMENT (B)

When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. It must be legible and drawn to scale. Plot plan must be on letter or legal size paper.

ALL PLOT PLANS, WHETHER A LEGAL SURVEY OR DRAWN BY HAND, NEED TO INCLUDE THE FOLLOWING INFORMATION:

- ☐ All property lines and property line dimensions
- ☐ Square footage or acreage of the property
- ☐ Building Restriction Lines (BRL) and utility easements
- ☐ North direction arrow
- ☐ Scale of drawing
- ☐ Applicant/Property Owner's name
- ☐ Street address of property
- ☐ Road the access is off of, road name, entire driveway from road access to end. If a driveway permit has been applied for, indicate driveway permit number
- ☐ Proposed (or existing) septic area if applicable
- ☐ Existing well if applicable
- ☐ Any existing structures
- ☐ Proposed dwelling location with setbacks in all four directions from proposed dwelling to property lines. Any setback over five hundred feet may be estimated.
- ☐ Detailed exterior house dimensions. Location and dimensions of garages, porches, decks, balconies, and breezeways. In order to show all house dimensions clearly, it may be necessary to include an enlarged view of the house on the plot plan.

SAMPLE PLOT PLAN :



NAME OF ROAD

SUBDIVISION NAME:		OWNER/APPLICANT NAME:		DRAWING SCALE:	
LOT #:	LOT SIZE:	PROPERTY ADDRESS:		PROPERTY TAX I.D. NO.	



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FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
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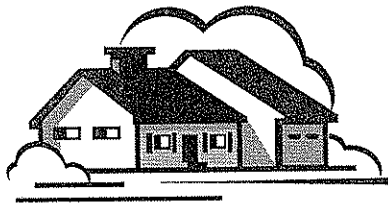
PLAN REVIEW SUBMITTAL REQUIREMENTS
CHECKLIST FOR SINGLE FAMILY DWELLING

ATTACHMENT (C)

Two sets of framing plans; one set will be returned to you with your approved Building Permit. Plans should be to scale, with scale indicated on plans. If additional information is required for the plan review, you will be notified. If you have any questions concerning these requirements, please contact Plan Review, at 301-600-3353.

- ☐ 1) Two complete sets of plans for submittal; one set will be returned to you with approved permit.
- ☐ 2) Plans must be to scale. 1/4" scale is preferred.
- ☐ 3) Overall square footage and dimensions of dwelling must be noted.
- ☐ 4) Floor plans for each level including foundation (i.e., crawl space/basement), first floor, second floor, lofts/attic. All rooms and unfinished areas must be labeled.
- ☐ 5) Elevation plan. Plan needs to show height of building; refer to Zoning Information sheet for "Determining Height of Building".
- ☐ 6) Wall Section.
- ☐ 7) Framing Plan.
- ☐ 8) MODULAR DWELLINGS: Industrialized Dwellings (modular homes) need to be approved by the Maryland Department of Housing and Community Development Department of Maryland Codes Administration prior to submittal of plans. Provide plans for any auxiliary areas such as a garage, carport, porch, or deck.
- ☐ 9) MOBILE HOMES: Manufactured Dwellings (mobile homes) are pre-approved by HUD and approval plate must be posted within the dwelling. Provide specifications showing pier locations, size and spacing, location of tie-downs and a floor plan of the unit.

Please see attachment for important Plan Review information regarding plan submittals.



Plan Submittal Requirements **Single Family Dwelling**

Part I - Types of Plans

Acceptable:

- 1) Architectural Signed and Sealed Plans are not required for a single family dwelling, however, they are recommended. All plans, whether signed and sealed or not, must meet the requirements in Part II and Part III below.
- 2) Plan Service Plans (Magazine Plans) are acceptable, however, the plans need to be edited to reflect final design, i.e. including but not limited to: foundation, roof framing, overall dimensions, room sizes etc. Any revisions to plans should be done in blue or black ink (**NOT IN RED!**). All changes must be made on both sets. Per Federal Copyright Protection Laws, "Magazine Plans" should be originals.
- 3) Industrialized Dwellings (modular homes) need to be approved by the Maryland Department of Housing and Community Development Department of Maryland Codes Administration prior to submittal of plans. Provide plans for any auxiliary areas such as a garage, carport, porch, or deck.
- 4) Manufactured Dwellings (Mobile Homes) are pre-approved by HUD and approval plate must be posted within the dwelling. Provide specifications showing pier locations, size and spacing, location of tie downs and a floor plan of the unit. If manufactured dwelling is to have a crawl space or basement submit plans for and include information per item 1 of Required Minimum Sheets/Pages Per Construction Set. (see part II below).

Not Acceptable:

- 1) Reverse or Mirrored Plans cannot be accepted. If house plans are reverse or mirrored to what will be built on the lot, simply note on building plans.
- 2) Electronic Submissions – Electronic documents cannot be accepted at this time.

Part II - Minimum Specifications Required for Plan Submittal

- 1) Plans need to be to scale – 1/4" to a foot preferred. The plans should be ledger size – 11"X17" or larger, stapled on left side, not taped or spliced. Electrical, plumbing and mechanical plans are not required, however, plans should show location and quantity of major fixtures, appliances, and devices.
- 2) Specifications and literature relevant to method of construction, i.e., minimum design loads, minimum insulation values, size, types and species of framing lumber, and foundation system.
- 3) Indicate all engineered beams, joists, and trusses/rafters. For engineered joists, note manufacturer, sizes, series, and spacing. Floor truss framing and roof framing layouts from supplier is recommended.
- 4) Overall square footage and dimensions of dwelling need to be indicated. Indicate finished and unfinished square footage. Unfinished areas include, but are not limited to: garage, carport, covered/screen porch, deck, and unfinished interior areas.

Part III – Required Minimum Information for Each Set of Construction Plans

- 1) **Floor plans** for each level, including foundation (i.e., crawl space/basement), first floor, second floor, loft/attic. The floor plans will include the following:
 - a. All dimensions
 - b. All rooms labeled.
 - c. Windows and doors with location and dimensions of each.
 - d. Stairs
 - e. Fireplaces/woodstove

- f. Duct/plumbing chases/shafts
- g. Location of kitchen appliances
- h. Location of bathroom fixtures

2) **Elevation plans** will include the following:

- a. Doors and windows
- b. Roof Pitches
- c. Estimated finish grade lines
- d. Exterior finished materials
- e. Height of building (refer to information sheet "Determining Height of Building").

3) **Wall Section (minimum of one)** will include the following major building components, labeled and sized, including but not limited to:

- a. Footing; foundation wall type and material; foundation drainage, damp proofing/waterproofing, sill plates and anchoring
- b. Floor framing, wall framing including exterior and interior sheathing and finishes
- c. Roof framing, including interior and exterior finishes, roof ventilation, roof drainage, and building envelope insulation values
- d. Insulation: if using prescriptive insulation requirements, indicate R-values or provide REScheck Calculations – see free government web site www.energycodes.gov for downloadable worksheet.

4) **Relevant Framing Plans** will include:

- a. Location and size of beams (engineered lumber, steel or sawn lumber)
- b. Footings
- c. Floor joists (series, size, spacing and direction)
- d. Roof rafters (size, spacing and direction)
- e. Engineered trusses – provide truss framing diagram (specifications are not required at time of submittal unless required by the Plan Reviewer during review. Truss specifications are required to be at construction site at the time of the framing inspection.

Part IV - General Misc. Information

Please submit any literature or information for any material or system you are proposing to use that is not considered standard construction, i.e., ICF foundation, SIP assemblies, gutter alternatives, etc. Products with an ICC Report are accepted, otherwise they are subject to approval by the Plan Reviewer for code compliance. Submitting plans in accordance with the requirements listed will prevent delays in the review process.

If you have any question regarding these Plan Review submittal requirements, please contact the Residential Plan Reviewer at 301-600-3353.

Addressing Request Form Frederick County, Maryland



Frederick County, MD Enterprise GIS

Division of Permitting & Development Review / Department of Permits & Inspections, 30 North Market Street, Frederick, MD 21701

***Required Information**

***Type of Request (check all that apply):**

- ☐ New Construction ☐ Existing Verification ☐ Suite Assignment ☐ Single Family ☐ Multi-Family
☐ Tenant House ☐ Duplex ☐ Commercial ☐ Industrial ☐ Change of Address ☐ Other: _____

***Reason for Request:**

Property Information:

- *Current or Parent Parcel Address: _____
*Parcel Tax Identification Number (Available from MD Dept. of Assessments 301-815-5350): _____
*Property Parcel Number: _____
*Lot Number (If applicable): _____
*Subdivision Name (If applicable): _____
*Adjoining or nearby addresses: _____

*A building location plan showing the entrance to the lot and/or structure to be addressed and/or site plan for address determination.

Please Note: A copy of the requesting property's deed may assist in expediting the process of address assignment.

Requestor Contact Information:

- *Name: _____ *Phone: (_____) _____ - _____
*E-mail: _____
*Current Mailing Address: _____
*Signature of Requestor: _____ *Date: ____/____/____

Submission: Addressing requests must be submitted in person to the Division of Permitting & Development Review / Department of Permits & Inspections located at 30 North Market Street, Frederick, MD 21701.

Addresses will be issued 2-10 County business days.

For addressing questions please call 301-600-6838.

OFFICIAL USE ONLY

Date Received by IIT/Enterprise GIS: ____/____/____
Date Entered into GIS DB for Attribution: ____/____/____
Address to be assigned by parcel/lot number referenced above: _____

Date of Notification: ____/____/____
Date of Permit Address Changed: ____/____/____

NOTE: The new address is to be displayed and posted in accordance with Section 05-01-362 of the Frederick County Fire Prevention Code (copy of requirements attached).

FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW
 ENVIRONMENTAL COMPLIANCE SECTION
 30 NORTH MARKET STREET
 FREDERICK, MARYLAND 21701
 301-600-2313 GENERAL INFORMATION
 301-600-1132 ENVIRONMENTAL COMPLIANCE



ATTACHMENT (D) - Minor Grading

A/P #

Process

Date:

Application Reviewed

By (initials):

Minor Grading /Standard Sediment Control Plan Application

CONTACT INFORMATION

PROPERTY OWNER

Name(s):

Current street address for above person(s):

Town:

State:

Zip:

Daytime Telephone Number:

E-mail Address:

APPLICANT/CONTRACTOR

Company name (only complete when Contractor is applying):

Current street (mailing) address for Contractor:

Town:

State:

Zip:

Contact Person for Contractor

E-mail Address:

Contractor Telephone Number:

PROPERTY INFORMATION

Current Property Owner(s):

Property Address of Jobsite:

Town:

State:

Zip:

Acreage or Square Footage of Property:

Eight Digit Property Tax ID (account) #

Description of Property Location if no Assigned Address:

Description of Work:

Square Footage of overall Property Area

Number of Lots

EARTH DISTURBANCE GRADING DETAILS

Disturbed Area: Square Footage

Defined as surface area (length times width) of any excavating, stockpiling, scraping, grubbing, root mat or top soil disturbance or any combination thereof.

Quantity of Cut and Fill: Cubic Yards

The measurement of the volume of excavation cut and/or fill as measured by the surface area times depth or height divided by 27.

Cleared Forest Area: Square Feet

The square footage of a forested area where the proposed removal of trees will result in leaving less than 100 trees per acre, where 50% or more of those trees are 2 inches or greater is caliper. *Forest clearing greater than 20,000 square feet is subject to the Forest Resource Ordinance (FRO) requirements. If applicable a "Declaration of Intent" may be used to provide exemption from FRO requirements.

IMPORTANT PLEASE READ CAREFULLY

Limitations

A. This standard erosion and sediment control plan may be used instead of a detailed plan for earth disturbances where all of the following conditions are met:

1. No more than 15,000 square feet (20,000 if lot exceeds 2 acres) of earth will be disturbed and no more than 500 cubic yards of cut or fill will occur.
2. No slope steeper than 3 horizontal to 1 vertical (3:1) will be disturbed or created.
3. Cuts and/or fills will not exceed 10 feet in depth or height.
4. No earth disturbance shall occur within the limits of the 100-year floodplain of any stream, or 100 feet of any perennial stream.
5. No earth disturbance shall occur within 25 feet of any nontidal wetland or within 100 feet of any nontidal wetland of special State concern.
6. The proposed work does not require a State Waterway or Wetland Permit.
7. There is no contiguous land undergoing development by the same owner, builder, developer.

IMPORTANT PLEASE READ CAREFULLY**Conditions**

- A. Nothing herein relieves the applicant from complying with any and all federal, State and local requirements (e.g., Stormwater Management, Forest Conservation, Grading, etc.).
- B. Duly authorized representatives of Frederick County shall be guaranteed right of entry to the property to inspect site work, materials, and plan conformance.
- C. This agreement is subject to revocation by either Frederick County ECS or appropriate SCD whenever determination is made, and notice is given, that the applicant is in violation of County Ordinance and/or the limitations, conditions or requirements specified by this agreement.
- D. This Agreement is valid for a period of one (1) year and must be renewed at least 60 days prior to expiration.

Requirements

- A. Erosion and sediment control measures shall be installed prior to any earth disturbance except that necessary for installation of the controls.
- B. All erosion and sediment control practices shall be installed and maintained according to the criteria contained in the most recent version of the Maryland Standards and specifications for Soil Erosion and Sediment Control.
- C. All clearing and grading shall be completed in the following sequence:
 - 1. Limit initial clearing and grubbing for the installation of the construction entrance, perimeter controls, and any remaining controls.
 - 2. Install the stabilized construction entrance, perimeter silt fence, and any other sediment controls.
 - 3. Provide temporary stabilization of any area that will not be actively graded within fourteen (14) days.
- D. All erosion and sediment control devices require continual maintenance. Any controls that are damaged or disturbed shall be restored or repaired before the end of each day.
- E. Development activities shall not impair any drainage, create an erosion hazard, or create a source of sediment to any adjacent watercourse, wetland or property.
- F. Any pumping of water must be filtered and done in accordance of "B" above.
- G. Following initial soil disturbance or re-disturbance, permanent or temporary stabilization shall be completed within seven (7) calendar days on the surface areas of all sediment controls, stockpiles, and perimeter slopes: and fourteen (14) days for all other disturbed area on the site, not being actively graded.

CERTIFICATION AND SIGNATURE OF RESPONSIBLE PERSON

I, the undersigned, do hereby declare that the information contained herein and on any accompanying documentation is true, correct and complete to the best of my knowledge, and that I have the authority to make this application. I further certify that duly authorized representative of Frederick County shall be guaranteed right of entry to the property to inspect site work, materials and plan conformance. I understand that intentional falsification and/or non-compliance with any of the terms and conditions set forth in this or accompanying documents may result in a Stop Work Order, Civil Penalty or Criminal Charge depending on the severity, at the County's discretion.

Signature of APPLICANT

Please Print Name

Soil Conservation District Representative Approval

Date

Nothing herein relieves the applicant from complying with any and all Federal, State and Local regulations that may be involved in conjunction with this application.

Grading Quick Calculations

New Dwelling

Disturbed Area

Overall dimensions of house X 2.5

Driveway length X 10' width

Septic area (if applicable)

3300

Any other grading area

Add the above to get total Disturbed Area



Cut or Fill (calculations need to include both)

Overall dimensions of house X 6 / 27

Other disturbed area X depth of cut or fill / 27

Add the above to get total Cut/Fill

Inground Pools

Disturbed Area

Overall dimensions of pool X 2.5

Cut or Fill (calculations need to include both)

Overall dimensions of pool X 9 / 27



Frederick County
Division of Permitting and
Development Review

Building Permit # _____

Grading Permit # _____

Standard Stormwater Management Plan for: Single Lot Residential Construction

OWNER/DEVELOPER INFORMATION

Last Name _____ First Name _____ MI _____ Phone _____ E-Mail address _____
Present Address (Number & Street) _____ City/Town _____ State _____ Zip _____

PROJECT INFORMATION

Project Address (Number & Street) _____ City/Town _____ State _____ Zip _____
Tax Map _____ Liber _____ Folio _____ Parcel _____ Block _____
Lot Size: _____ (SF) Total Disturbed Area _____ (SF) Total Impervious Area _____ (SF)

The requirements for stormwater management in the Frederick County Code (Chapter 1-15.2) and the Code of Maryland Regulations (COMAR) will be satisfied if environmental site design (ESD) practices are implemented to the maximum extent practicable (MEP) to treat runoff according to Chapter 5 of the 2007 Maryland Stormwater Design Manual (Design Manual).

Limitations

1. The project is a single lot residential construction, not within a developing subdivision, and there is no contiguous land undergoing development by the same owner, builder, or developer;
2. Total site impervious cover shall not exceed 15% of the lot size;
3. Total land disturbance during construction shall be less than 30,000 square feet;
4. Land area that is disturbed for septic system construction may be subtracted from the total disturbed area provided it is revegetated;
5. This Standard Plan shall not be used in areas of special concern (e.g. karst geology, sinkhole activity, surface water supply reservoirs, wellhead protection areas, sensitive stream systems, etc.) or if site conditions such as slope, soil type, high groundwater, etc. present a challenge; and
6. Documentation must be submitted to show that ESD has been implemented to the MEP before structural practices found in the Design Manual that address these characteristics and specified by Frederick County are used.

Conditions

The following conditions for design and construction shall be met and maintained. All stormwater management systems shall be designed by integrating site design, natural hydrology, and smaller controls to capture and treat runoff onsite. The standard for characterizing predevelopment runoff characteristics for new development projects shall be woods in good hydrologic condition. If the following design conditions are met, all stormwater management obligations will be satisfied.

Design

- A. 1. All ESD practices shall be designed and located to prevent basement seepage, flooding, soil erosion, increases in nonpoint pollution and to minimize pollutants in stormwater runoff from both new and redevelopment.

2. All rooftop downspouts shall discharge to and drain continuously through at least 75 feet of vegetation (e.g. vegetated channel, swale, or filter strip) in a non-erosive manner to the property line.
3. To the extent practical, all other site impervious areas shall drain and discharge continuously through vegetation in a non-erosive manner. The length of the disconnection shall be equal to that of contributing impervious area.
4. All access roads and/or driveways constructed for this project shall use open sections in lieu of curb and gutter.
5. ESD practices may be used in lieu of providing the required rooftop and other impervious area vegetation lengths.
6. Design constraints specific to each ESD practice as specified in the Design Manual must be addressed.
7. The total impervious area draining to any ESD practice shall conform to the specifications listed in the Design Manual.
8. The drainage area to each rooftop downspout shall be 500 square feet or less. Drainage areas to individual downspouts greater than 500 square feet shall be treated using rain gardens, rain barrels, or other similar practices as approved by Frederick County.

B. The following information must be attached to this application for coverage under the Standard Plan:

1. Plat showing the dimensions of property lines and road frontage;
2. Location and dimensions of all proposed structures (e.g. house, garage, driveway, well, septic system);
3. If present, the location of the Critical Area Buffer, nontidal and tidal wetlands, perennial streams and their associated floodplain;
4. Limits of disturbance; and
5. The location of all disconnected impervious areas and ESD practices.

Construction

1. Frederick County, Environmental Compliance Section shall be contacted at least 48 hours prior to start of construction @ (301) 600-1132.
2. All stormwater practices and/or runoff controls shall be installed and maintained according to this Standard Plan and the criteria contained in Chapter 5 of the Design Manual. Subsequent alteration or modification of these practices requires written approval from Frederick County.
3. Access to the site will be made available at all reasonable times during construction and with reasonable notification after construction for inspection by Frederick County.
4. The applicant/homeowner shall promptly repair and/or restore all stormwater practices found in noncompliance by Frederick County.
5. Frederick County reserves the right to deny approval under this Standard Plan and require that an alternative design be prepared according to the Frederick County Code and the Design Manual.
6. Nothing in this Standard Plan relieves the applicant from complying with any and all Federal, State, and local laws and regulations.
7. At a minimum, inspections shall be made by Frederick County, Environmental Compliance Section, and documented for each ESD planning technique and practice upon completion of final grading, establishment of permanent stabilization, and before issuance of use and occupancy approval.
8. Coverage under this Standard Plan shall remain valid for two years from the date of approval.

I hereby certify that I have the authority to make application to this Standard Plan; that the information contained herein is correct and accurate; and that all clearing, grading, construction, and development will be conducted according to the above Requirements, Conditions and Project Information.

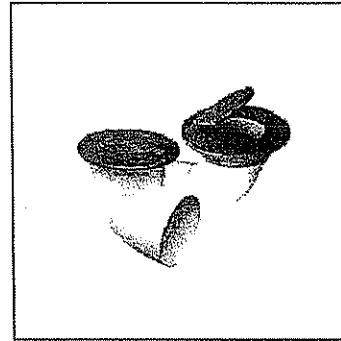
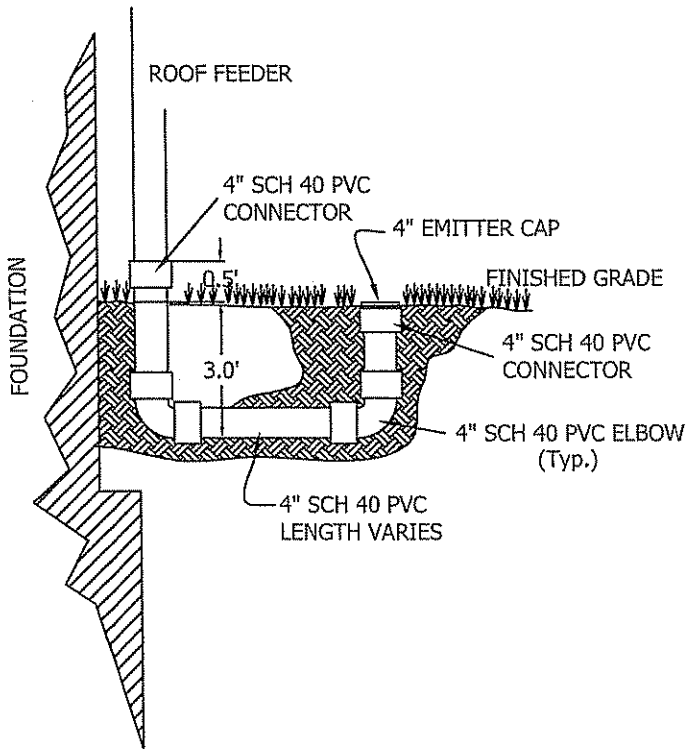
Signature of Applicant

Date

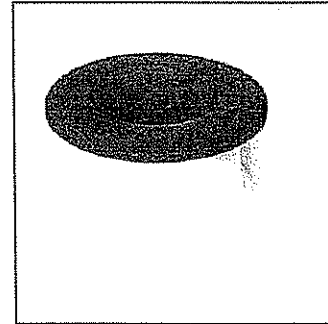
Printed Name of Applicant

Approved by

Date



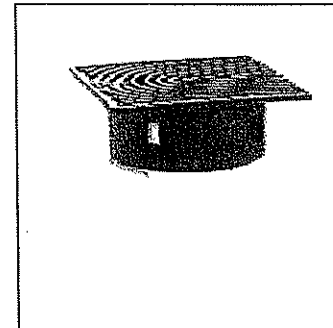
Clog Free Pop-Up Drain Emitter - 4"
By National Diversified or equivalent



National Diversified 322G Pop-Up Drainage Emitter

NOTES:

1. For outletting into a vegetative filter strip for a minimum of 75 l.f.
2. Predetermine whether Emitter Cap can be removed from elbow prior to installation.
3. Top of Emitter Cap to be even with top of finished grade so as to prevent accidental damage by lawn mowing.



National Diversified 422 Pop-Up Drainage Emitter

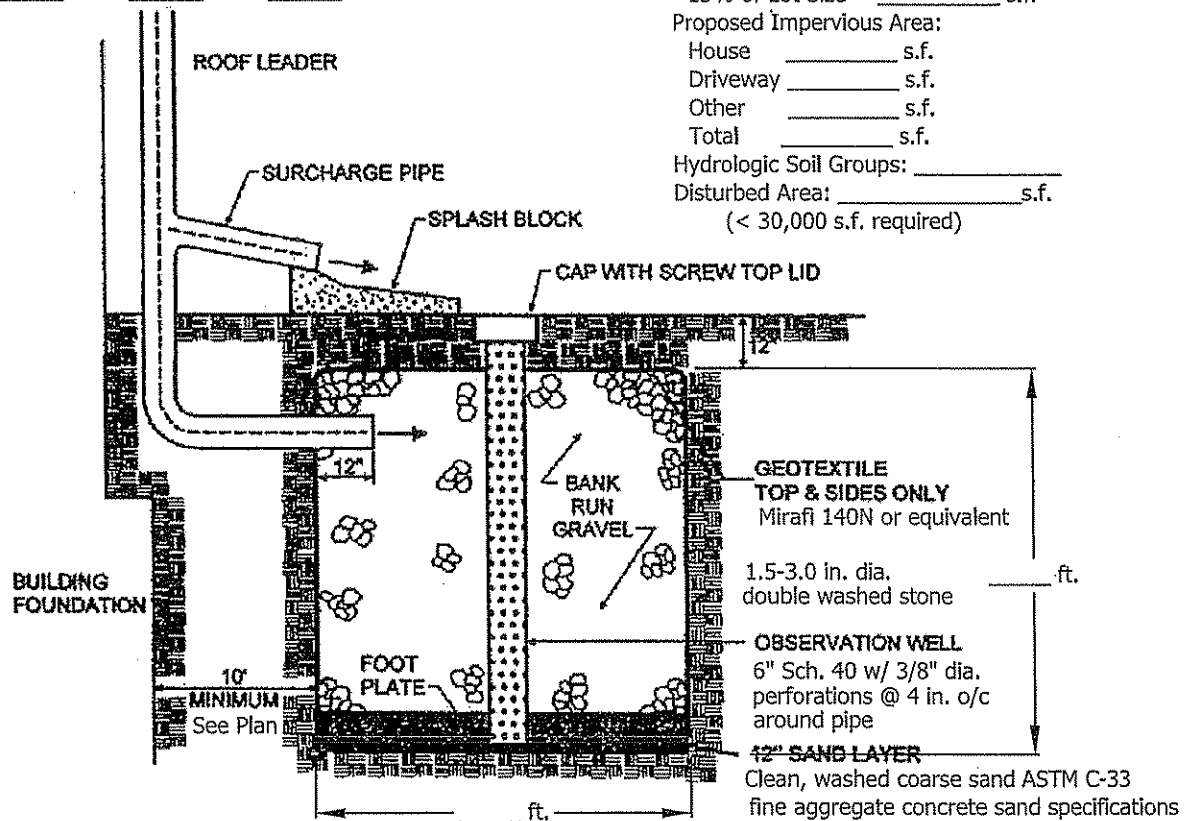
ROOF RUNOFF DISCONNECT DETAIL FOR SAFE OUTLETS LESS THAN 500 S.F.

Project Name
Structure Nos.

Chapter E.1. Stormwater Credits Rooftop Runoff Disconnection

Figure E.1.1 Schematic of Dry Well

SIZE: ____ FT. X ____ FT. X ____ FT. DEEP **



Lot size: ____ Ac./ ____ s.f.

Allowable Impervious Area:

15% of Lot Size = ____ s.f.

Proposed Impervious Area:

House ____ s.f.

Driveway ____ s.f.

Other ____ s.f.

Total ____ s.f.

Hydrologic Soil Groups: ____

Disturbed Area: ____ s.f.

(< 30,000 s.f. required)

Table E.1.2 Rooftop Disconnection Compensation Storage Volume Requirements
(Per Disconnection Using Drywells, Raingardens, etc.)

Disconnection Length Provided	0 - 14 ft.	15 - 29 ft.	30 - 44 ft.	45 - 59 ft.	60 - 74 ft.	≥ 75 ft.
% WQ* Treated by Disconnect	0%	20%	40%	60%	80%	100%
% WQ* Treated by Storage	100%	80%	60%	40%	20%	0%
Max. Storage Volume* (Eastern Rainfall Zone)	40 cu-ft.	32 cu-ft.	24 cu-ft.	16 cu-ft.	8 cu-ft.	0 cu-ft.
Max. Storage Volume* (Western Rainfall Zone)	36 cu-ft.	28.8 cu-ft.	21.6 cu-ft.	14.4 cu-ft.	7.2 cu-ft.	0 cu-ft.

*Assuming 500 square feet roof area to each downspout.

** Assume 0.4 stone voids for storage volume calculation



Frederick County Division of Permitting & Development Review
Department of Permits and Inspections
30 North Market Street
Frederick MD 21701

Info: 301-600-2313

Inspections: 301-600-1090

Date of Application: _____

Permit Number: _____

Driveway Entrance Apron Permit

APPLICATION (Please Print)

Applicant / Company Name:	_____	Phone No:	_____
Mailing Address, Street:	_____		
City:	_____	State:	_____
Property Owner:	_____	Zip:	_____
Property Address / Location:	_____	Tax ID No:	_____
Subdivision:	_____	Lot No:	_____

General Notes and Conditions:

- Driveway Aprons, associated with Building Permits
 - Must be properly installed PRIOR to the issuance of the Certificate of Occupancy.
 - No surety is required
- Driveway Aprons NOT associated with Building Permits (*referred to as "Stand Alone" permits*)
 - Require a surety, in a form acceptable to the County Attorney, to assure proper construction of the apron
 - Expire 12 months from the date of approval.
 - Should the driveway apron not be properly installed, prior to permit expiration, Frederick County Division of Permitting & Development Review, at its reasonable discretion, may draw upon the surety used to secure its proper construction OR require a permit renewal fee and an increased surety.
 - The applicant shall notify Permits and Inspections at (301) 600-1090 for inspection of the driveway apron.
- A re-inspection fee will be charged for each consecutive inspection after the first failed inspection.
- The right to enter the property for the purpose of inspection and/or construction is hereby granted to Frederick County and their duly authorized contractors.
- This permit is binding on the applicant and their heirs, successors or assigns.

Construction Notes and Conditions:

- The driveway apron must be located as shown on the approved plan/plat.
- Proper drainage must be maintained at all times.
 - The apron and surrounding area must be installed/graded to allow the unrestricted passage of water flow.
 - The apron MUST drain away from the County road.
- Any areas disturbed in connection with apron installation, within the Frederick County right-of-way, must be backfilled, graded, seeded and straw mulched for the apron to be considered properly installed.
- Driveway apron construction/installation must comply with ALL Notes, Conditions, Details, Drawings, or Specifications expressed herein, or on the reverse of this application.

→ Applicant's Signature: _____ Date: _____

Frederick County Representative: _____

☐ APPR

☐ Denied

Date: _____



Frederick County Division of Permitting & Development Review
Department of Permits and Inspections
30 North Market Street
Frederick MD 21701

Info: 301-600-2313

Inspections: 301-694-1090

Driveway Entrance Apron Permit

Informational Handout

Type I (Residential, Non-Residential and Common)	Type II (Residential, Non-Residential and Common)
Driveway Aprons, associated with Building Permits	Driveway Aprons, NOT associated with Building Permits
Apply at: Department of Permits & Inspections 30 North Market Street Info: 301-600-2313 Inspections: 301-600-1090	
Must be properly installed PRIOR to the issuance of the Certificate of Occupancy. A surety is not required or accepted.	Requires a surety to assure proper installation of the apron. Permit Expires 1 year from date of issue.

Application Requirements for "Type I" and "Type II" Residential, Non-Residential and Common: (For each entrance point)

- 1- Signed, completed "Driveway Entrance Apron Permit" application
- 2- Pay Fee (Refer to the Prevailing Fee Schedule) (Non-refundable)
- 3- Site/Plot Plan, with the proposed entrance point clearly identified
- 4- Residential;
 - Subdivision Final recorded plat
 - -OR- Common Driveways: A plat, approved by DPDR, indicating the proposed entrance point
- Non-Residential - All;
 - Frederick County signed, approved Construction Drawings (Improvement Plans)

Surety Requirements for "Type II" Residential ONLY (For each entrance point)

- 5- Provide a surety (Refer to the prevailing approved "Unit Cost" list)

Surety Requirements for "Type II" Non-Residential and Common ONLY (For each entrance point)

- 5- Provide a surety (Refer to the prevailing approved "Unit Cost" list)

Surety Requirements for "Type II" Residential, Non-Residential and Common: (For each entrance point)

- NOT Acceptable: Performance Bonds
Personal or Starter Checks
- Acceptable: Irrevocable Letter of Credit
 - Beneficiary of the Frederick County Board of County Commissioners
 - Drawn on a Maryland Bank
 - Cash
 - Check or Money Order (Payable to: Frederick County Treasurer)
 - Cashiers
 - Certified
 - Company

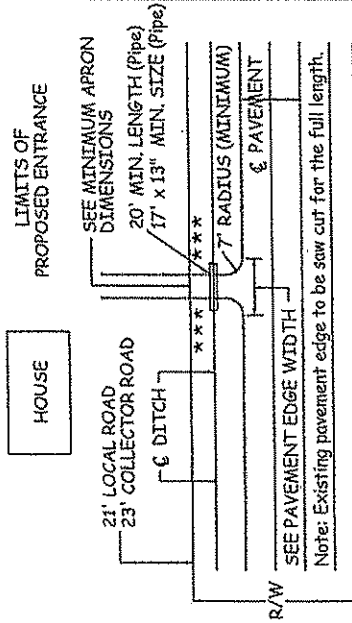
Surety will be returned/released upon request, following "passed" inspection of proper apron installation
Call the number listed in the heading to schedule an inspection

A re-inspection fee, based on the prevailing fee schedule, will be charged
for each consecutive inspection after the first failed inspection

Revised 07/01/08

SPECIFICATIONS FOR RESIDENTIAL DRIVEWAY INSTALLATION OPEN SECTION ROADWAY ONLY

PIPED ENTRANCE



(DETAIL "A")

DRIVEWAY PIPE SIZES

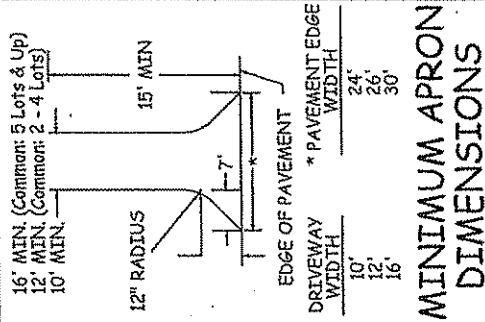
- 17' x 13' ALCPMPA * 28' x 20' ALCPMPA *
- 21' x 15' ALCPMPA * 35' x 24' ALCPMPA *
- 24' x 18' ALCPMPA * 42' x 29' ALCPMPA *

* Must have metal end-sections

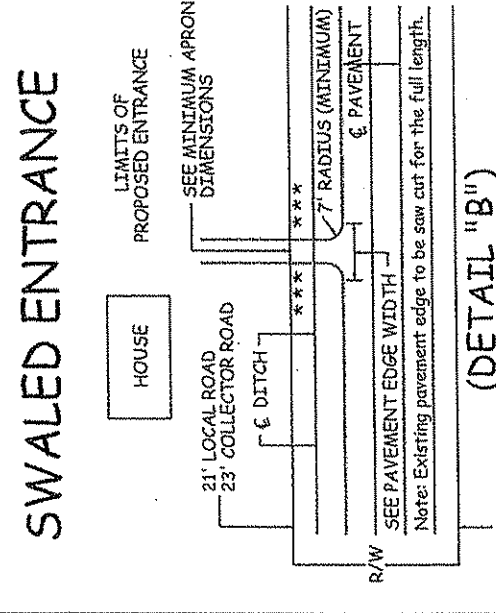
1. NOTE: ALL CMP TO BE ALUMINIZED, TYPE 2 COATED.
2. NOTE: OTHER PIPE SIZES AND MATERIALS MUST BE APPROVED BY DPDR ENGINEERING.

All dimensions are minimum and may be exceeded provided drainage is not affected.

Note: All Construction shall comply with the Permit and these Specifications. Backfill, seed and straw around edges of apron prior to final inspection.

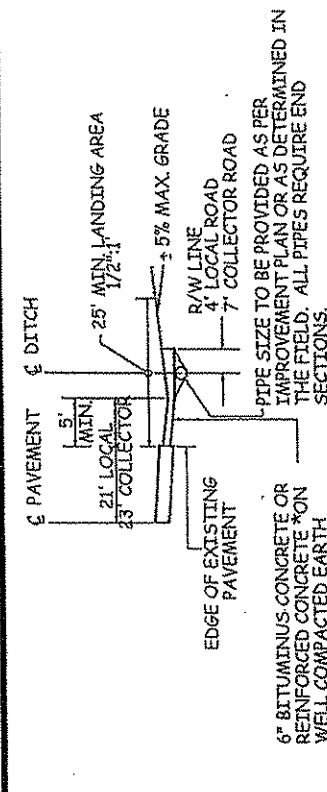


MINIMUM APRON DIMENSIONS

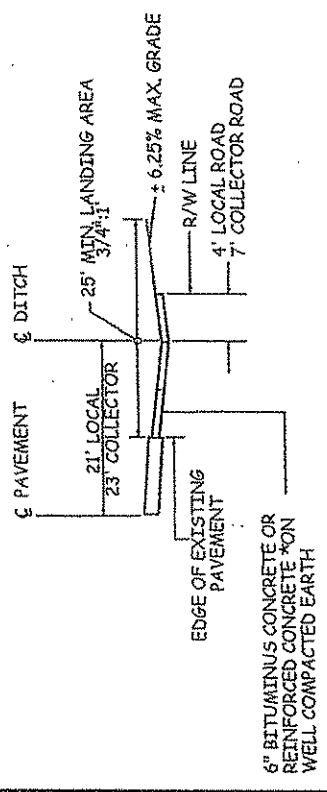


(DETAIL "B")

- * Common Driveway for 2 to 4 lots
- ** 12' minimum width
- ** Common Driveway for 5 Lots or more
- ** 16' minimum width.
- ** Finished slopes shall not be steeper than 2:1



STANDARD CROSS SECTION
PIPED



STANDARD CROSS SECTION
SWALED

AFFIRMATION OF LANDOWNER

NAME OF LANDOWNER _____ PERMIT # _____

ADDRESS OF PROPERTY
COVERED BY PERMIT _____

The Maryland Home Builder Registration Act, which took effect January 1, 2001, prohibits the issuance of building permits unless the home builder is registered with the State and the builder's registration number is included on the building permit. The purpose of this Act is to protect consumers when they are purchasing new homes. A builder can lose its registration if it violates the Act.

The Act does permit a landowner to obtain a building permit for construction to be performed directly by the landowner solely for the landowner's own use. In order to obtain a permit that does not contain the registration number of a builder, the landowner has to affirm as follows:

1. In understand that the Maryland Home Builder Registration Act was passed to provide landowners like me with certain protections and that I could lose the benefits of those protections if I ever entered into a contract with an unregistered builder.
2. I understand that builders of new homes in the State of Maryland must be registered with the Home Builder Registration Unit of the Consumer Protection Division of the Office of the Attorney General.
3. I have title to property located in the State of Maryland and am seeking a building permit for that land.
4. I am requesting this building permit for construction to be performed directly by me on my own land, solely for my own use.
5. I have not entered into a contract with any person or company to erect or otherwise construct the new home covered by this permit, including a contract for somebody to manage, oversee, or supervise in anyway the construction of the home. I will not enter into such a contract without first notifying [the building permit office] of the name of the person or company so that its builder registration status can be determined and, if registered, the builder's name and registration number can be added to the building permit. I understand that a builder cannot perform any work on the new home until this information has been added to the permit.

6. I understand that I may be deemed to have violated the Home Builder Registration Act if I enter into any contract for the sale of the new home covered by this permit under circumstances indicating that it was never my intention to use the completed home as my own.
7. To the extent known, the name of the primary subcontractors who will be working on my home and the areas in which they will be providing improvement, i.e. plumbing, electrical, roofing, etc. are as follows:

Company

Improvement

I, _____, of _____
(Landowner's name – print) (Address)

hereby certify under personal knowledge and under penalty of perjury, that these affirmations are complete, accurate, and true.

Signature

Date

IMPORTANT NOTICE FOR APPLICANTS FOR BUILDING PERMITS FOR NEW SINGLE FAMILY OR TWO FAMILY DWELLINGS:

An Ordinance amending the Frederick County Fire Prevention Code was approved and adopted on July 20, 2006 by the Board of County Commissioners. The purpose of the Ordinance is the requirement of Residential Fire Sprinkler Systems for all new residential occupancies, including, but not limited to, one or two-family dwellings, modular dwellings, and mobile homes.

As of July 1, 2007, a Residential Fire Sprinkler System is required for all One or Two-Family Dwellings applied for.

The Fire Permit is applied for by the Sprinkler Contractor at the Office of Life Safety. An approved final inspection of the Residential Fire Sprinkler System is necessary for the issuance of the Certificate of Occupancy.

The Ordinance is not applicable to properties located within Frederick City or the Town of Mt. Airy.

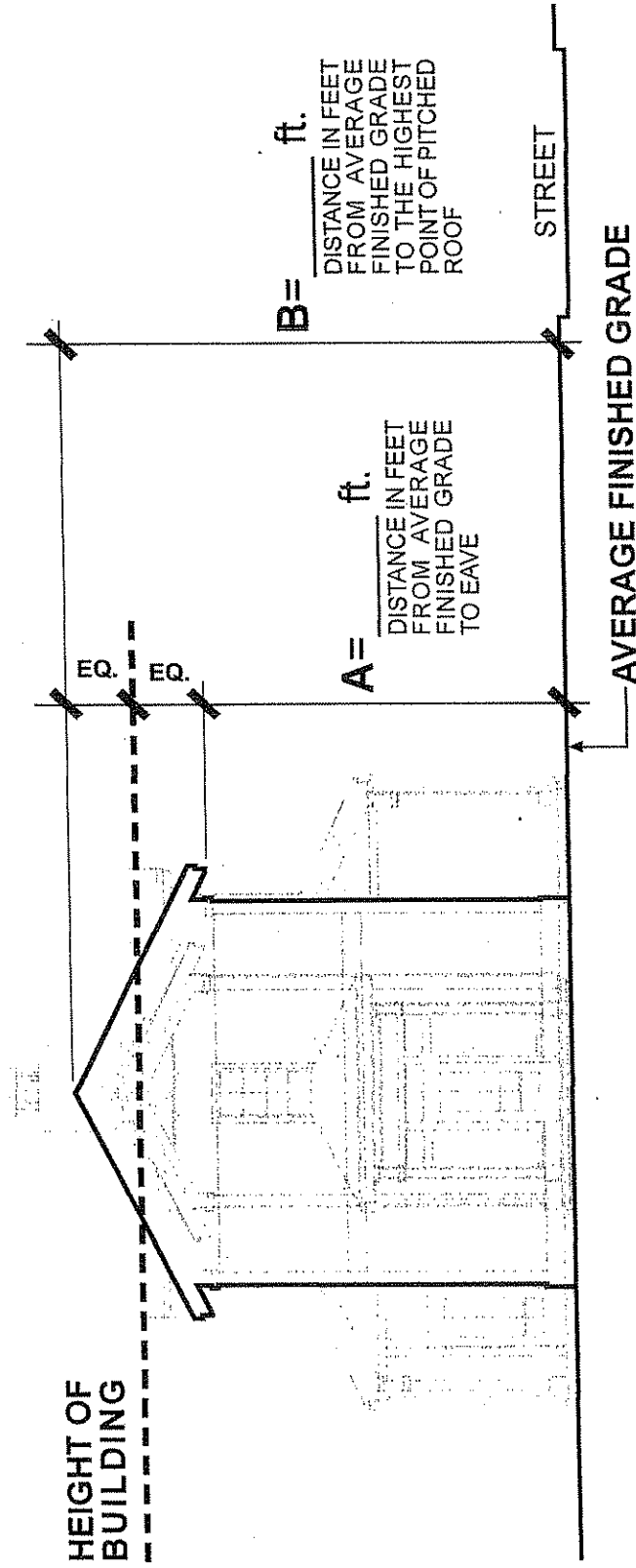


DIVISION OF PLANNING
ZONING ADMINISTRATION
FREDERICK COUNTY, MARYLAND 21701

12 East Church Street Frederick, MD. 21701 TEL. 301 694-2572 FAX 301 694-2054

DETERMINING HEIGHT OF BUILDING

The height is measured from the average finished grade ground level along the side of the building nearest the street to either the highest point of a flat roof or to the point one-half the distance between the eaves and the highest point of a pitched roof. (Frederick County Zoning Ordinance Definitions 1-19-04)



$$\text{HEIGHT OF BUILDING} = A + [(B - A) / 2]$$

HEIGHT OF BUILDING =

$$= \underline{\hspace{2cm}} + [(\underline{\hspace{2cm}} - \underline{\hspace{2cm}}) / 2]$$

FREDERICK COUNTY HEALTH DEPARTMENT

Environmental Health Services

Procedures and Policies for Expediting Building Permit Approval (For Properties Served by Individual Wells and /or Septic Systems)

New Residential Construction

1. Property corners, house corners, septic area corners, and center of driveway need to be staked and flagged so they can be seen at the time of the preliminary inspection. Tall grass, weeds and brush may need to be removed. All new home permits will have a site visit prior to approval by Environmental Health.
2. If the property is to be served by a septic system, the applicant must provide the name of a licensed septic installer in Frederick County at the time of building permit application. If the installer is not provided, the permit will not be approved until such time as one is selected.
3. If the property is to be served by an individual water well, the well must be drilled and the completion report must be submitted to and reviewed by the Health Department prior to building permit approval.
4. Foundations must be a minimum of 30 feet from the well.
5. No permanent or physical objects can be located within the designated septic areas. Septic areas are reserved for the initial installation and future repairs of the septic system.
6. Proposed houses should be located where a gravity flow septic system can be installed. The elevation of the sewer pipe exiting the house must be higher in elevation than the highest point of the designated septic area. (This item is particularly important if your desire is to have a basement bathroom without using a pump.)
7. Contact with Health Department is always important if there are questions or concerns that you would like to discuss at any point during the permit or building process.
8. A final septic inspection is required through the Well & Septic Office prior to a Use and Occupancy Certificate being issued. The septic installer is responsible for making sure that this process is completed.

Accessory Permits

1. Proposed additions (pool, shed, addition, etc.) must be staked prior to Health Department site visit. If additions are not staked when the site visit is made, the permit will be placed on hold until contact is made to let the Sanitarian know this has been done.
2. Proposed additions an/or accessory structures cannot be located within designated septic areas. Properties that were subdivided after 1972 have designated septic areas.
3. Additions and accessory structures cannot be located over principal parts (septic tank, distribution box, leaching area) of the septic system. An addition without a basement can be located up to the septic tank and leaching area but not over them. An addition or accessory structure with a basement must maintain a minimum of 10 feet from the septic tank, leaching area and septic area. If your addition requires a connection to the septic system more than 5 feet from the foundation, a septic repair permit will be needed (\$30.00 fee). Repair permits can be applied for at the Health Department.
4. Foundations within 30 feet of the well are not permitted unless a well variance is requested and granted by the Health Department.
5. Please restrain dogs and other animals since the Health Department will try to make a site visit within 5 business days of receipt of permit application.
6. If you void your permit or have further questions, please call 301-600-1726.

Fee Worksheet for a Single Family Dwelling (Detached)

Fill in applicable fees in the boxes below to determine fee due at time of application.

		↓	If property is within an incorporated town, please note *
1) Automation Enhancement Fee	\$ 10.00		All Building Permits
2) Filing fee	\$ 28.00		All Building Permits
3) Zoning fee* (select one)	\$ 87.00 \$ 52.00		Primary dwelling Replacement dwelling
4) Health Department Review fee*	\$ 50.00		All permits with the exception of Incorporated Towns. If Town selects Health to review permit during the Town Review, then this fee will be paid at that time.
5) Home Builder Guaranty Fund Fee	\$ 50.00		This fee is applicable when a licensed Home Builder applies for the permit.
6) Driveway Permit fee*	\$ 71.00		All permits, unless qualified for an exemption* *Replacement dwelling using an existing driveway *Property along a State Road or within an Inc. Town *Property along a Private Road as designated by Frederick County *There is an existing Driveway Permit, and the permit number is supplied with Building Permit Application.
7) Minor Grading fee	\$ 89.00		When the grading permit calculations qualify grading as minor. When the grading permit calculations exceed those for a minor permit, do not include this fee. A major grading permit will be a separate fee assessed with the application for the Major Grading Permit.
8) Soil Conservation fee	\$ 60.00		This fee is applicable when the above Minor Grading fee is applicable.
9) Storm Water fee	\$ 55.00		This fee is applicable when the property is a single residential lot with no contiguous land undergoing development by the same owner, builder, or developer.
10) Septic fee * (select one)	\$ 150.00 \$ 250.00 \$ 30.00		New Conventional Septic New Sand Mound Septic Connect to existing septic - check with Health Dept.
11) Building fee (select one)	\$ 823.00 \$ 987.00 \$ 1,316.00		Gross square footage of 4,000 or less Gross square footage more than 4,000 and less than 6,500 Gross square footage of 6,500 or more The gross square footage includes all finished and unfinished square footage space and is measured by the exterior dimensions. It excludes attic, stoops and crawl spaces. Also, any increment of a foot is dropped from the measurements.
12) School Impact fee	\$ 14,426.00		This fee applies unless a waiver has been granted by the Zoning Administrator. It does not need to be paid at time of application, but must be paid prior to permit issuance.
13) Library Impact fee	\$ 759.00		This fee applies unless a waiver has been granted by the Zoning Administrator. It does not need to be paid at time of application, but must be paid prior to permit issuance.
14) Excise Tax	From Excise Tax Worksheet		This fee applies unless permit is for a replacement dwelling that is replacing a dwelling due to casualty or loss, and documentation is presented. It does not need to be paid at time of application, but must be paid prior to permit issuance.

TOTAL OF ALL BOXES FILLED IN	\$	Properties within Incorporated Towns - do not include fees with *
TOTAL OF 12, 13, AND 14 ABOVE	\$	If not paid at time of application, this amount due prior to issuance
TOTAL OF ALL LESS 12, 13, AND 14	\$	This fee amount must be paid at time of application.

FREDERICK COUNTY MD
EXCISE TAX WORKSHEET

Single Fam Detached _____ Mobile Home _____ Application # _____
Single Fam Attached _____ Other _____ Name _____

FEE CALCULATION FOR SINGLE FAMILY RESIDENTIAL CONSTRUCTION

1. <u>Total square footage (finished & unfinished)</u> To calculate, use outside dimensions. Any portion of a foot is dropped from the measurement.	_____	(No charge For the 1st 700 sq. ft.)	_____
2. <u>Subtract 700 sq. ft.</u>	700		0
	=		
3. <u>Subtotal</u>	_____	<u>Add the 2 figures below:</u>	
4. <u>Subtract 700 sq. ft.*</u>	_____	X \$0.10 per sq. ft. \$	_____
	=	+	
5. <u>Remainder of sq. ft.</u>	_____	X \$0.25 per sq. ft. \$	_____
		TOTAL	=
		EXCISE TAX	\$ _____

* (if the subtotal from #3 is less than 700 sq. ft., use actual square footage)

FEE CALCULATION FOR RESIDENTIAL ADDITIONS

1. <u>Exact gross square footage of residential building</u> (Definition of "gross square footage" means the entire square footage of the construction and is the same as calculated for building permit purposes under the Frederick County Code. It includes all finished and unfinished areas of the construction. To calculate, use exterior dimensions. Any portion of a foot is dropped from the measurement.)	_____
2. <u>Exact gross square footage of proposed addition</u> (finished and unfinished square footage)	_____
3. <u>If #2 is larger than #1, subtract #1 from #2 and enter here. Use this figure to calculate fee.</u> If #1 is larger than #2, no excise tax is charged.	_____
	_____ **
	** Use this figure to enter under #1 on the above "Single Family Residential Construction" worksheet

FEE CALCULATION FOR NON-RESIDENTIAL CONSTRUCTION

<u>Exact gross square footage of construction</u> Definition of "gross square footage" means the entire square footage of the construction and is the same as calculated for building permit purposes under the Frederick County Code. It includes all finished and unfinished areas of the construction, all floors. Fee will be calculated on the first permit application for that construction (excluding "foundation only" permits).	X \$0.75 per sq. ft. \$ _____
---	-------------------------------

See Reverse For Multi-Family Residential Construction Worksheet



**PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections**

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

MARYLAND HOME BUILDER REGISTRATION LAW

Who is required to provide a homebuilder registration?

- Any person/company constructing a new home or replacement home for someone other than themselves
- Any person/company constructing a duplex, townhouse, or condominium building
- Any person/company installing a mobile home
- Any person/company attaching a modular dwelling to a foundation

Can property owners apply for the building permit themselves, and list a homebuilder?

No, when a homebuilder is involved the homebuilder must make the application. It is the law! The purpose of the law is to protect the property owner.

Can a property owner act as his or her own contractor?

Yes, if they have not entered into an agreement with a person/company to construct the dwelling or manage, oversee, or supervise in anyway the construction of the home. A property owner constructing a dwelling for him/herself must complete an "Affirmation of Landowner" form. A property owner may not apply for a modular dwelling permit because the property owner does not affix the dwelling to the foundation.

Can a person without a registration apply for a building permit for a property owner with a notarized letter of permission?

No, the property owner must make the application if acting as general contractor. The state law does not allow for a person other than a homebuilder to apply on behalf of a property owner.

Can a permit service apply for a new dwelling permit?

Yes, if they are applying on behalf of a homebuilder and have a notarized letter of permission to act as the agent for the homebuilder. A permit service may not apply on behalf of a property owner.

Can a property owner acting as their own contractor apply for a building permit when they have not yet gone to settlement to become the legal owner of the property?

Yes, however, a "hold" will be placed on the application for a copy of the signed deed and the "affirmation of landowner" form. The permit may not be issued until those items have been received.

For information concerning the Home Builder Registration law, please visit the following website: <http://www.oag.state.md.us/homebuilder/> or contact:

Home Builder Registration Unit

Consumer Protection Division

200 St. Paul Place, Baltimore, MD 21202

(410) 576-6573 / Toll Free: (877) 259-4525

Fax: (410) 576-6566 / Email: homebuilder@oag.state.md.us



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
John R. Griffin, Secretary
Eric Schwaab, Deputy Secretary

effective Oct. 1
Roadside Tree Law - Changes to Permit

Passed in 1914, the Roadside Tree Law and its regulations were developed to protect Maryland's roadside trees by ensuring their proper care and protection and to ensure their compatibility with the public utility system.

Before a roadside tree* is trimmed or cared for in any way including removed, a **Tree Care Permit must be obtained from the Maryland DNR Forest Service**. A roadside tree is any tree that grows all or in part within a public road right-of-way**. A permit is also needed to plant a tree within the public road right-of-way. Any work (including removals) performed on a roadside tree, 20 feet or greater in height, must be done by a licensed tree expert. If tree care or removal is performed on a roadside tree without a permit, a fine or more severe actions may be assessed by the Maryland DNR Forest Service.

During the 2009 Legislative Session, the Roadside Tree Law (NRA §5-401—5-406, Annotated Code of Maryland) was amended to state: "A county or municipality may not issue a building permit to an applicant for any clearing, construction, or development that will result in the trimming, cutting, removal, or injury of a roadside tree **until the applicant first obtains a permit from the Department in accordance with this section.**" [NRA 5-406(D)] *emphasis added*

* a roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road. [COMAR 08.07.02.02.B.(10)]

** right-of-way of a public road is defined as that land the title to which, or an easement for which, is held by the State, county, or a municipality for use as a public road. [COMAR 08.07.02.02.B.(8)] Right-of-ways of a public road that has not been surfaced with either stone, shell, concrete, brick, asphalt, or other improved surface material is exempt. [COMAR 08.07.02.03A.(2)]

To determine if a permit has been issued:

A website query is currently being developed which will allow the public to query an address or the city to determine if a permit has been issued. This will be located on the MD Forest Service website. The query can only indicate if a permit has been issued. *A negative response from the Roadside Tree Permit Query may indicate that either a roadside tree permit was not requested at this address or that there are no roadside trees at this address (and no permit is required).* Please remember that all applicants receive a paper permit and can submit these as requested.

If the applicant needs a roadside tree permit, a permit can be obtained at:

To obtain a permit: <http://www.dnr.state.md.us/download/060905rtp.doc>

Mail the completed form to: http://www.dnr.state.md.us/forests/art/county_map.asp

To learn more about Roadside Tree Law: <http://www.dnr.state.md.us/forests/programapps/newrtlaw.asp>

For further information, please contact:

Eastern Region:	Central Region:	Southern Region:	Western Region:
(Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties)	(Baltimore, Carroll, Cecil, Harford, Howard, and Montgomery Counties)	(Anne Arundel, Calvert, Charles, Prince George's, and St. Mary's Counties)	(Allegany, Frederick, Garrett, and Washington Counties)
Kathy Kronner MD Forest Service (410)-543-1950 kkronner@dnr.state.md.us	Tod Ericson MD Forest Service (410) 836-4578 tericson@dnr.state.md.us	Horace Henry MD Forest Service (410) 360-9774 hhenry@dnr.state.md.us	Becky Wilson MD Forest Service (301) 777-5591 bwilson@dnr.state.md.us

Marian Honeczy, Supervisor Urban & Community Forestry, (410) 260-8511 or via email at mhoneczy@dnr.state.md.us

Tawes State Office Building • 580 Taylor Avenue • Annapolis, Maryland 21401

410.260.8DNR or toll free in Maryland 877.620.8DNR • www.dnr.maryland.gov • TTY users call via Maryland Relay



Roadside Tree Permit – Typical Situations

9/17/09

